

Pooled Collateral Reporting System Data File Formats

The data for Pooled Collateral reporting should be submitted in an Excel spreadsheet (.xls or .xlsx). The name of the spreadsheet file is not important, but please use the same worksheet tab name every day/month for your data.

Daily Depository Report Data Format

The data for the Daily Depository report should be formatted like this: [Daily Depository Report Data Format](#)

It is OK to have one line of data for each day of the month, but there should be only one line for each date. We will only use the line of data for the business date being processed. Please ensure that the date is that of the previous business date, not the previous calendar date. If, for example, on Monday morning we find your data has a date for the previous Sunday, our system will reject it. The name of the spreadsheet file is not important, but please use the same worksheet name every day for your data.

Monthly Client Report Data Format

The data for the monthly client report should be formatted like this: [Monthly Client Report Data Format](#)

For reports with multiple line items per Taxpayer ID, you may include FDIC and/or Net Required Collateral on either a line item basis, or you may include it in a Total/Sub-total line. Because not everyone has FDIC and/or Net Required Collateral for individual line items, we can accept it from the Total/Sub-total line for a Taxpayer ID.

If you do not have a Total/Sub-total line and do not have FDIC and/or Net Required Collateral available on a line item basis, you may include the total FDIC and/or Net Required Collateral for the Taxpayer ID on any one line item, even if the amount applies to the entire Taxpayer ID, and not the line item. Because we only report FDIC and Net Required Collateral on a Taxpayer ID basis, it doesn't matter which line item it appears on.

Please note that if you include a Total/Sub-total line, we will use those values, even if they differ from the sum of the line items. Please ensure all values on Total/Sub-total lines are accurate.

Monthly Collateral Report Data Format

The data for the monthly collateral report should be formatted like this: [Monthly Collateral Report Data Format](#)

The date for each line item should be the last business date of the month being reported.

If you have any questions, please contact us at PooledCollateral@aztreasury.gov.